



## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

|                                   |  |                                |
|-----------------------------------|--|--------------------------------|
| 1. Post<br><b>La Paz, Bolivia</b> | 2. Agency<br><b>US DEPARTMENT OF STATE</b> | 3a. Position Number<br><b></b> |
|-----------------------------------|--|--------------------------------|

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

## 4. Reason For Submission

|   |         |
|---|---------|
| <input checked="" type="checkbox"/> a. Redescription of duties: This position replaces<br>(Position Number) <b></b> , (Title) <b>Senior Guard</b> (Series) <b></b> (Grade) <b>FSN-4</b> |         |
| <input type="checkbox"/> b. New Position  | <b></b> |
| <input type="checkbox"/> c. Other (explain)   | <b></b> |

| 5. Classification Action         | Position Title and Series Code | Grade        | Initials  | Date (mm-dd-yyyy) |
|----------------------------------|--------------------------------|--------------|-----------|-------------------|
| a. Post Classification Authority | <b>Senior Watchman</b>         | <b>FSN-4</b> | <b>EQ</b> | <b>03/14/12</b>   |
| b. Other                         |                                |              |           |                   |
| c. Proposed by Initiating Office |                                |              |           |                   |

|  |                                |
|--|--------------------------------|
| 6. Post Title Position (If different from official title)<br><b></b> | 7. Name of Employee<br><b></b> |
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|  |                                 |
|--|---------------------------------|
| 8. Office/Section<br><b>Regional Security Office</b> | a. First Subdivision<br><b></b> |
| b. Second Subdivision<br><b></b>                     | c. Third Subdivision<br><b></b> |

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|---|
| 9. This is a complete and accurate description of the duties and responsibilities of my position.<br><b></b><br>Printed Name of Employee<br><br>Signature of Employee _____ Date (mm-dd-yyyy) _____ |
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| 10. This is a complete and accurate description of the duties and responsibilities of this position.<br><b></b><br>Printed Name of Supervisor<br><br>Signature of Supervisor _____ Date (mm-dd-yyyy) _____ |
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| 11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.<br><b></b><br>Printed Name of Chief or Agency Head<br><br>Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy) _____ |
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| 12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.<br><b></b><br>Printed Name of Admin or Human Resources Officer<br><br>Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____ |
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## 13. Basic Function Of Position

Supervises 10-20 local guard watchmen, who are responsible for the protection of and safeguarding U.S. Government property, personnel, and housing occupied by U.S. Government personnel insuring that only authorized personnel enter.

## 14. Major Duties and Responsibilities \_\_\_\_\_ % of Time

Performs supervisory duties and realizes evaluations as needed of the personnel they supervise; on a regular or rotating shift at either a stationary post or a walking post in any one of several assignments located in the main or component buildings, is available to work or to be on call 24/7. Cross train to the highest level (Supervisor) or lowest level (watchmen) on RSO jobs. Protects areas such as housing, Embassy compound, or warehouse compounds. The incumbent may be responsible for maintaining order in waiting lines of applicants for visa or consular services and controlling access to waiting rooms for these services.  
75%

15. Qualifications Required For Effective Performance

a. Education

Completion of high school is required.

b. Prior Work Experience

Previous military, police, or private security experience is required. One year of experience in a security related field is required.

c. Post Entry Training

The incumbent will be required to successfully complete 80 hours of training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).

Spanish Level III

English I

e. Job Knowledge

Proven knowledge of computers office software.

f. Skills and Abilities

Ability to follow instructions, and be reliable in attendance and performance. Employees must be able to stand for long hours (12 hours). Employee must be able to work a variety of hours and days. Employee must possess a driver's license.

16. Position Element

a. Supervision Received

Direct supervision from Supervisor, and indirect supervision from Local Guard Force Security Coordinator and RSOs.

b. Supervision Exercised

Supervises 10-20 local guards.

U.S. Department of State Local Guard Program handbook,  
Mission policies and procedures,  
LGF general and specific guard orders and standard operating procedures, and any official notices from RSO .

Employee must exercise good judgment on a daily basis. Employee uses discretion and judgement in determining whether situations which confront them require assistance from the Supervisor.

N/A

Working level members of the local police and security officials, Mission employees and family members, and general public.

Position requires 6 months of satisfactory performance to become effective.

14. Major Duties and Responsibilities, cont.

Major Duties and Responsibilities continued:

Maintaining logs of all people and vehicle including license numbers on cars that enter the U.S. Facilities. Monitors and develops daily news reports and maps. Maintains and keeps up to date all administrative paperwork needed for the daily LGF services. Maintains their working areas clean and in order.  
5%

Respond to security incidents on U.S. Government compounds, in U.S. Government buildings, or residences occupied by U.S. Government personnel and their families. Protect U.S. Government facilities from protestors. Respond to terrorist incidents directed against U.S. Government facilities or U.S. Government employees. Ability to carry up to 40 pounds of equipment to designated areas.  
10%

Responsible for the proper use and care of all security equipment, i.e. vehicles, x-ray machines, Itemizer machines, GEMS, digital cameras, WMDs, fire extinguishers, and others.  
10%